

20 MAR 2000

SUBJECT GROUP 4400-4499 SUPPLY/MATERIEL

SUBGROUP 4491 - REQUISITIONS AND OTHER MATERIAL REQUESTS

4491.1 Ships Requisitions

a. Material Requests. Request for materials, supplies and subsistence should be addressed to the Fleet and Industrial Supply Center (FISC), Norfolk in the following manner:

(1) Materials and Supplies:

COMMANDING OFFICER (105)
FLEET AND INDUSTRIAL SUPPLY CENTER
1968 GILBERT ST STE 600
NORFOLK VA 23511-3392

(2) Subsistence:

COMMANDING OFFICER (104)
FLEET AND INDUSTRIAL SUPPLY CENTER
1968 GILBERT ST STE 600
NORFOLK VA. 23511-3392

b. Requisitions may also be hand delivered to FISC Norfolk, Customer Assistance Branch, west end of Building W-143, first floor. See paragraph 4400.3 for additional subsistence requisition information. Bulk fuel and bulk lubrication oil (9250 and 2190 TEP) will be handled in accordance with paragraph 4400.5.

c. General Requisition Input Procedures. The following paragraphs outline procedures for submitting requisitions to FISC Norfolk. Unnecessary delays can be avoided if your requisitions are prepared in accordance with NAVSUP Publication 485, Afloat Supply Procedures, and other pertinent written directives covering requisitioning procedures. An especially useful instruction which covers assignment of requisition priority is OPNAVINST 4614.1 series, Uniform Material Movement and Issue Priority System (UMMIPS).

(1) The computer will not accept requisitions received with a Julian date (CC 36-39) more than 1 day in the future. The input generates an exception that requires holding the requisition until the Julian date is acceptable.

(2) Always use a Required Delivery Date (RDD) (CC 62-64). Ensure that the RDD is consistent with the requisition priority. FISC Norfolk issues requisitions based on UMMIPS and requisitions with an RDD exceeding the Standard Delivery Date (SDD) can be held on file until required.

20 MAR 2000

d. Special Processing. FISC Norfolk has the capability to respond to those occasions where the customer desires special handling of a reorder or even small batches of requisitions. For example, special batch processing is available for any activity/ship having 250 or more line items; special sorting, packaging, and shipping are available. In those instances, while in the Norfolk Area, deliver your requirement with a cover letter specifying priority, RDD, special delivery instructions, and the proper "ship to" address to the Customer Service Division Director (Code 105). While at sea, away from Norfolk, or overseas, the same information can be provided by Saltsgram, message, fax or letter. See Appendix B for Customer Service fax number.

e. Media of Requisition Input. There are several media available for input of requisitions to FISC Norfolk. More than likely, your activity will utilize a combination of the following:

(1) Floppy diskette. Floppy diskettes have replaced handwritten, keypunch, and magnetic tape requisition submissions. Requisitions on floppy diskettes should be hand-delivered to the drop box in the Customer Service Center on the first floor of Building W-143. The floppy diskette must be 3 1/2" high density. Requisitions should be saved to the disk in 80CC MILSTRIP format, ASCII (DOS TEXT) format.

(2) Message/Saltsgram. While deployed, the preferred method of input for requisitions is via Saltsgram. Messages can be used if unit does not have Salts capability. Message requisitions for National Stock Numbers (NSN) items should be submitted via DAAS, unless Document Identifier AOE/AO5 is utilized. DAAS procedures prevent the use of exception data since they are programmed to accept only the standard 66 characters in MILSTRIP format. Message requisitions for NSN requisitions with exception data should be submitted directly to the point of entry supply source in complete MILSTRIP format. Message/Saltsgram address for NSN requisitions is FISC NORFOLK VA//105//.

(3) Telephone. Telephone requisitions may be submitted for Issue Priority Group (IPG) I (Priorities 01-03) requirements requiring special handling. For these requisitions, call the Customer Assistance Branch. Requisitions for bearer pickups should be called in directly to the Customer Service Center. As a reminder, all requisitions submitted by telephone must be in complete MILSTRIP format. Confirming requisitions by message or mail are not desired.

(4) Terminal. Requisitions may be input directly over a terminal that is linked or networked to our mainframe. Fleet Telecom interfaces with the Navy Logistics Network for on-line processing. Transfer of the requisitions occurs instantly and within a 6 to 24 hour time frame, status is available. The system also provides stock check availability. Fleet TELCOM replaces input via magnetic tape and

20 MAR 2000

transmitting through DAAS. Contact the FISC Norfolk System Support Division for further information.

(5) Requisitioning from FISC Norfolk over the INTERNET. Point your Web browser to FISC Norfolk Home page www.nor.fisc.navy.mil; select one touch, requisition processing menu. Note: password required can be obtained via on-line menu. For additional assistance contact Customer Service Office (see paragraph (c) above).

f. Input of Nonstandard Requisitions. Significant delays can occur when processing nonstandard requisitions because of minor administrative errors created by the requisitioner. You can help FISC Norfolk serve you better by adhering to the following guidelines:

(1) If you are using a DD Form 1348-6, make sure there is only one item requested per form/per requisition number. Do not attach a continuation sheet indicating two or more separate items.

(2) If you are requesting nonstandard items by message, make sure the request is in complete MILSTRIP format. Also, use the same Julian date for each requisition in the message, but ensure a separate serial number is assigned per line item. Use message address FISC NORFOLK VA//103//.

(3) If you are requesting nonstandard items using the DD Form 1149 or NAVCOMPT Form 2276, ensure for each line item indicated a corresponding document number applies.

Additionally, as required by NAVSUP Publication 485, all non-NSN requisitions, including requests submitted by message, will contain an estimated price per line item and a total estimated price. If funding is not provided, the requisition will be rejected. By providing the necessary funds and as much descriptive data as possible, the processing time for the nonstandard requirements can be kept to a minimum. FISC Norfolk establishes cut-off dates by issue priority group to designate end-of-year spending. The dates are published in a Fleet Flash, which is forwarded to all customers. To ensure processing, all customers must comply with the established dates when expiring funds are cited on nonstandard requisitions.

g. Technical Assistance (Code 103). Requests for technical assistance, such as identifying unidentified material, assigning NSN, and furnishing information on military specifications, should be directed to the Technical Services Division, during the hours 0800-1630, Monday through Friday. The Division is located on the sixth floor of Building W-143.

For your information, Navy Inventory Control Point (NAVICP), Mechanicsburg has a technical assistance line available after normal working hours to receive calls on stock identification. The calls

20 MAR 2000

will be processed the following morning and replies provided as expeditiously as possible.

h. Bearer Requisition Processing. The Bearer Walk-thru System was established to support the urgent repair part requirements necessary to make emergency repairs to mission essential equipment and systems. The goal for processing time of bearer requisitions is four hours or less from the time of requisition input to the time material is staged for pickup. Bearer requisitions will not be accepted for clothing items, forms and publications (I cog), hand tools, cleaning supplies, office supplies, paints, batteries, items carried at SERVMART or PAINTMART, and other common use consumables. In an attempt to minimize the waiting time for these urgent repair parts it is requested that each activity submit no more than **five** Bearer Walk-thru's daily. If special circumstances arise which will require submission of more than five Bearer Walk-Thru's, your supply office should contact the Customer Service Officer or Deputy for advance approval and coordination. The following information is required on each bearer document:

- (1) The statement "BEARER WALK-THRU" should be stamped or typed on the front of each requisition.
- (2) Signature of the Supply Officer or designated representative over the typed or printed entry of the same name.
- (3) A justification statement must be written on the back of each requisition.
- (4) Requisition priority must be 01 through 03.
- (5) Proper utilization of advice codes when required.
- (6) The following information is provided to speed processing of items requiring special attention:

1. Material requiring Item Manager Release Authority, which normally involves 1H cog, 3H cog, 7 cog, R cog, and DLA "alpha alpha" cog (CX, TX, Z, etc.) assets, can only be issued with Item Manager approval. To obtain information on stock availability and if Item Manager Release authority is required, call Sunday through Saturday (24-hour service).

2. Material that requires Item Manager Release Authority must be accompanied with a strong justification statement. The person bringing the document to the Customer Service Counter should be familiar with the situation that requires this material and be prepared to verbally communicate the urgency to the Item Manager over the telephone. The requisition must contain the current Julian date and should be an issue priority group one (priorities 01, 02, or 03).

20 MAR 2000

3. "Bearer" requisitions for materials and supplies should be delivered to Customer Service Center, located on the first floor, west end of Building W-143. Requisitions, other than bearer should also be delivered to the Customer Service Center.

4. "Bearer" requisitions for subsistence should be delivered to the Subsistence Prime Vendor Initiative (SPVI) Division Code 104 west end of Building X-143, first floor during normal working hours. See par. 4400.3 for additional subsistence information. Bulk fuel and bulk lubricant oil (9150 and 2190 TEP) will be handled in accordance with paragraph 4400.6.

NOTE: Unclaimed Bearer Walk-thru material will be forwarded to Building W-135 for local delivery after 48 hours.

i. Prepositioned War Reserve Materials (PWRMS). Material designated as PWRMS can only be issued if the requisition is to satisfy CASREPS, NMCS/PMCS with the Item Manager approval. The requisition must have a "W" or "G" serial number. PWRMS may also be issued at the Item Manager's discretion if there is an excess on-hand quantity.

j. COSAL Requisitions Procedures. All NAVSEA funded outfitting account requisitions must be submitted to the COSAL Centralized Processing Point located at FISC Puget Sound. Requisitions should be submitted whenever possible in an automated format (tape, disk, modem) to Commanding Officer, Fleet And Industrial Supply Center, Puget Sound, (Attn: Code 46.2) Bremerton, WA 98314.

k. Hours of operation. Afloat activities should obtain supply and other services during the regular 40-hour workweek in effect at shore activities. Normal working hours at the FISC Norfolk and DDNV are 0800-1630, Monday through Friday. A limited work force is available on Saturdays, Sundays, legal holidays and during other than normal working hours to process high priority demands only. An extended workday is in effect in some areas; e.g., Transportation Branch, Local Delivery; Building W-135 is open from 0700-1630, Monday through Friday.

4491.2 Subsistence Requisitions

a. Subsistence Prime Vendor Customer Assistance. The Subsistence Prime Vendor Program has been implemented in Code 104, Customer Operations Department. Subsistence Prime Vendor is a system that provides the process for a military dining facility to order subsistence items from a local distributor, referred to as the Prime Vendor.

SPVI terminals have been installed and a customer service representative (SPV Operator) has been assigned to support your Unit Identification Code (UIC) as listed below. If the assigned

20 MAR 2000

representative is not available, another representative will be available to assist you. You may send your orders to the office nearest your ship.

FISC SUBSISTENCE PRIME VENDOR
DIRECTOR JERRY DYSICK
NAVSTA NORFOLK, BLDG W-143, 1ST FLOOR

REPRESENTATIVE: (757) 443-1204

| <u>SHIP'S NAME</u> | <u>UIC</u> | <u>DESCRIPTION</u> |
|-------------------------|------------|--------------------|
| USS DWIGHT D EISENHOWER | V03369 | CVN 69 |
| USS ENTERPRISE | V48040 | CVN 65 |
| USS GEORGE WASHINGTON | V21412 | CVN 73 |
| USS HARRY S TRUMAN | V21835 | CVN 75 |
| USS NIMITZ | V03368 | CVN 68 |
| USS THEODORE ROOSEVELT | V21247 | CVN 71 |

REPRESENTATIVE: (757) 443-1199

| <u>SHIP'S NAME</u> | <u>UIC</u> | <u>DESCRIPTION</u> |
|---------------------------|------------|--------------------|
| USS ARCTIC | V21907 | AOE 8 |
| USS BATAAN | V21879 | LHD 5 |
| USS CARON | V20590 | DD 970 |
| USS DETROIT | V20120 | AOE 4 |
| USS ELROD (NAVSHIPYD) | V21236 | FFG 55 |
| USS GONZALES | V21833 | DDG 66 |
| USS GUAM | V07178 | LPH 9 |
| USS HALYBURTON | V21107 | FFG 40 |
| USS HAWES | V21234 | FFG 53 |
| USS HUE CITY | V21636 | CG 66 |
| USS LEYTE GULF | V21388 | CG 55 |
| USS MITSCHER | V21687 | FFG 47 |
| USS MONONGAHELA | V20862 | AO 178 |
| USS MONTEREY | V21450 | CG 61 |
| USS NICHOLSON (NAVSHIPYD) | V20614 | DD 982 |
| USS PENSACOLA | V20013 | LSD 38 |
| USS PONCE | V07201 | LPD 15 |
| USS PORTLAND | V20012 | LSD 37 |
| USS ROBERT G BRADLEY | V21201 | FFG 49 |
| USS SAN JACINTO | V21389 | CG 56 |
| USS SCOTT | V21438 | DDG 995 |
| USS SEATTLE | V05848 | AOE 3 |
| USS SHREVEPORT | V07195 | LPD 12 |
| USS SIMON LAKE | V04697 | AS 33 |
| USS STOUT | V21685 | DDG 55 |
| USS SUPPLY | V21839 | AOE 6 |
| USS VICKSBURG | V21684 | CG 69 |
| USS WASP | V21560 | LHD 1 |

20 MAR 2000

USS WHIDBEY ISLAND (LC)

V21218

LSD 41

REPRESENTATIVE: (757) 443-1166

| <u>SHIP'S NAME</u> | <u>UIC</u> | <u>DESCRIPTION</u> |
|-------------------------|------------|--------------------|
| USS ALBANY | V21462 | SSN 753 |
| USS ANZIO | V21658 | CG 68 |
| USS ARLEIGH BURKE | V21487 | DDG 51 |
| USS ASHLAND | V21531 | LSD 48 |
| USS ATLANTA | V20888 | SSN 712 |
| USS AUSTIN | V07175 | LPD 4 |
| USS BOISE | V21761 | SSN 764 |
| USS DEYO | V20836 | DD 989 |
| USS EMORY S LAND | V20635 | AS 39 |
| USS HAMPTON | V21764 | SSN 767 |
| USS HAYLER | V21416 | DDG 997 |
| USS HYMAN G RICKOVER | V20885 | SSN 709 |
| USS JACKSONVILLE | V20825 | SSN 699 |
| USS KEARSARGE | V21700 | LHD 3 |
| USS MAHAN | V21946 | DDG 72 |
| USS MENDELL RIVERS | V20350 | SSN 686 |
| USS MERRIMACK | V21007 | AO 179 |
| USS MINNEAPOLIS ST PAUL | V20884 | SSN 708 |
| USS MONTEPELIER | V21762 | SSN 765 |
| USS NARWHAL | V05146 | SSN 671 |
| USS NASHVILLE | V07196 | CG 72 |
| USS NASSAU | V20725 | LHA 4 |
| USS NEWPORT NEWS | V21411 | SSN 750 |
| USS NORFOLK | V20995 | SSN 714 |
| USS OKLAHOMA CITY | V21102 | SSN 723 |
| USS JAMES K POLK | V05716 | SSBN 645 |
| USS RESOLUTE | V13867 | AFDM 1 |
| USS SAIPAN | V20632 | LHA 2 |
| USS SCRANTON | V21464 | SSN 756 |
| USS TRENTON | V07200 | LPD 14 |

REPRESENTATIVE: (757) 443-1206

| <u>SHIP'S NAME</u> | <u>UIC</u> | <u>DESCRIPTION</u> |
|--------------------|------------|--------------------|
| USS BARRY | V21660 | DDG 52 |
| USS BRISCOE | V20603 | DD 977 |
| USS CAPE ST GEORGE | V21828 | CG 71 |
| USS CARR | V21233 | FFG 52 |
| USS CLARK | V20964 | FFG 11 |
| USS COLE | V21941 | DDG 67 |
| USS CONOLLY | V20611 | DD 979 |
| USS DEWERT | V21197 | FFG 45 |
| USS ESTOCIN | V20968 | FFG 15 |
| USS GUNSTON HALL | V21422 | LSD 44 |

20 MAR 2000

| | | | |
|-----------------------|--------|-----|-----|
| USS KAUFFMAN | V21390 | FFG | 59 |
| USS KIDD | V21436 | DDG | 993 |
| USS KLAKRING | V21109 | FFG | 42 |
| USS LABOON | V21820 | DDG | 58 |
| USS MCFAUL | V21948 | DDG | 74 |
| USS MOUNT WHITNEY | V20001 | LCC | 20 |
| USS NICHOLAS | V21199 | FFG | 47 |
| USS NORMANDY | V21449 | CG | 60 |
| USS PETERSON | V20589 | DD | 969 |
| USS PLATTE | V21049 | AO | 186 |
| USS RADFORD | V20588 | DD | 968 |
| USS RAMAGE | V21823 | DDG | 61 |
| USS SAMUEL B ROBERTS | V21352 | FFG | 58 |
| USS SIMPSON | V21350 | FFG | 56 |
| USS SOUTH CAROLINA | V20669 | CGN | 37 |
| USS STUMP | V20604 | DD | 978 |
| USS THOMAS GATES | V21344 | CG | 51 |
| USS THORN (NAVSHIPYD) | V20835 | DD | 988 |
| USS VELLA GULF | V21829 | CG | 72 |

FISC SUBSISTENCE PRIME VENDOR
 DIRECTOR JERRY DYSICK
 NAVPHIBASE LITTLE CREEK, BLDG 1602, 1ST FLOOR

REPRESENTATIVE: (757) 462-5145

| <u>SHIP'S NAME</u> | <u>UIC</u> | <u>DESCRIPTION</u> |
|------------------------|------------|--------------------|
| USS ASHLAND | V21531 | LSD 48 |
| ASSAULT CRAFT UNIT TWO | V53210 | BLDG 1522 |
| USS CARTER HALL | V21880 | LSD 50 |
| USS GRAPPLE | V21441 | ARS 53 |
| USS GRASP | V21467 | ARS 51 |
| USS GUNSTON HALL | V21422 | LSD 44 |
| USS LA MOURE COUNTY | V20033 | LST 1194 |
| USS OAK HILL | V21958 | LSD 51 |
| USS PENSACOLA | V20013 | LSD 38 |
| USS PORTLAND | V20012 | LSD 37 |
| USS TORTUGA | V21562 | LSD 46 |
| USS WHIDBEY ISLAND | V21218 | LSD 41 |

FISC SUBSISTENCE PRIME VENDOR
 DIRECTOR JERRY DYSICK
 NAVSHIPYD, PORTSMOUTH, BLDG 1575, 1ST FLOOR

REPRESENTATIVE: (757) 396-3462

| <u>SHIP'S NAME</u> | <u>UIC</u> | <u>DESCRIPTION</u> |
|---------------------|------------|--------------------|
| USS COMTE DE GRASSE | V20600 | DD 974 |
| USS ELROD | V21236 | FFG 55 |

20 MAR 2000

| | | |
|----------------|--------|--------|
| USS HALYBURTON | V21107 | FFG 40 |
| USS NICHOLAS | V21199 | FFG 47 |
| USS NICHOLSON | V20614 | DD 982 |
| USS PETERSON | V20589 | DD 969 |
| USS STOUT | V21685 | DDG 55 |
| USS THORN | V20835 | DD 988 |

FISC SUBSISTENCE PRIME VENDOR
DIRECTOR JERRY DYSICK
NAVSTA NORFOLK, BLDG W-143, 1ST FLOOR

REPRESENTATIVE FOR CINCLANTFLT SHIPS: (757) 443-1199

| <u>SHIP'S NAME</u> | <u>UIC</u> | <u>DESCRIPTION</u> |
|--------------------|------------|--------------------|
| USS ARCTIC | V21907 | AOE 8 |
| USNS CONCORD | V05836 | TAFS 8 |
| USS DETRIOT | V20120 | AOE 4 |
| USNS SAN DIEGO | V20116 | TAFS |
| USNS SATURN | V46649 | TAFS 10 |
| USS SEATTLE | V05848 | AOE 3 |
| USNS SIRIUS | V45515 | TAFS 8 |
| USS SUPPLY | V21839 | AOE 6 |

b. Ordering Procedures. FISC Norfolk, Subsistence Prime Vendor will provide support for Atlantic Fleet ships. Dining facilities should first determine their requirements by using a current copy of the SPV Catalog, which is sent to the ships. The catalog is updated every Monday and sent to the ships and shore activities via SALTS.

(1) Orders can be submitted by one of three methods: (1) hand delivered computer disk, (2) SALTS transmissions and (3) Naval message. (This format requires data entry and is used only if SALTS is not available and for emergency situations.) After an order is placed, it is transmitted via a SPV terminal directly to DSCP and the Prime Vendor. The vendor delivers the freight directly to the customer. When submitting orders via SALTS, utilize one of the following SALTS addresses:

FISC NORFOLK SPVI (SPV)
FISC LCREEK SPVI DET (FCR)
FISC NORFOLK DET NNSY (FSN)

c. Regular Prime Vendor and FF&V Items. Orders can be submitted Monday thru Friday between the hours of 0700 and 1630. Regular prime vendor items can be delivered within 72 hours if submitted before 1300. Example: Orders placed on Monday before 1300 will be delivered on Thursday. Orders placed on Friday before 1300 will be delivered on Tuesday. Emergency orders can be placed if a ship is deploying. All emergency orders must be approved by the ship's TYCOM.

20 MAR 2000

(1) The SPV Operator will process the order and send a confirmed copy to the customer via SALTS.

(2) Prime Vendor items are ordered from a company called PYA/Monarch and fresh fruits and vegetables are ordered from the Defense Supply Office (DSO). Other contracts are available for such items as bread, doughnuts, fresh milk and other dairy products.

d. Special Lead Times. Due to unique processing procedures, milk with extended shelf life requires special lead times. ESL milk (60-75 days shelf life) requires a lead-time of 7/10 days before RDD. UHT milk (180 days shelf life) requires a lead time of 25/30 days, vitality based products require 7/10 days and main squeeze beverage based products require 3/5 days before RDD.

e. Receipt Processing. After delivering the freight to the customer, the driver delivers a signed copy of the receipt to FISC Norfolk, Prime Vendor. The SPVI Operator will make the necessary adjustments, process the receipt thru the SPVI terminal and send a final copy to the customer via SALTS. When the receipt is processed thru SPVI, a copy is transmitted to DSCP to establish payment records.

f. Bearer Walk Thru Procedure. To assist our customers in emergency situations, we have established a walk through procedure with the Prime Vendor in which the customer can pick up items by going to the vendor location. The customer must contact the SPVI Operator for assistance and the Operator will coordinate the walk through.

The customer must place the order with the SPVI Operator and the operator will transmit the order and fax a copy of the order to the vendor to notify them of the walk through. The customer must allow one hour from the time the order is transmitted before the walk through can take place. A walk through order must be placed before 1400, the latest time for picking up freight is 1500. No walk through can take place between 1200 and 1300.

g. Items Not in Stock (NIS) and Substitution Procedure. The SPVI Operator is notified by MONARCH (PV) via a faxed memo on NIS items and offers a substitute if one is available. The SPVI Operator proceeds with the following steps:

(1) Annotates the NIS item on the hard copy of the ship's order.

(2) Calls the ship to inform the food service officer of the NIS item, the availability date of the item and the substitute item if available.

(3) When processing the receipt, the SPVI Operator enters a zero (0) quantity for the NIS item and adds the substitute item, if accepted by the customer.

20 MAR 2000

(4) If the substitute item is not offered or accepted by the customer, the original item can be reordered with new RDD.

h. Fleet Freight Procedure. When a ship is at sea, the food service officer can place an order to the SPVI Operator via SALTS. When placing such an order, the ship must provide the forwarding address/location in which the food is to be delivered as fleet freight. The SPVI Operator will coordinate the following:

(1) When processing the order, the SPVI Operator will give the forwarding address and pertinent information concerning delivery to the PV.

(2) Instruct PYA/MONARCH (PV) and/or DSO as to the PIER date and time the freight can be delivered For Fleet Transfer (FFT).

Special instructions must be annotated on the freight.

i. Transshipment (Surface Shipment) via SEP. 201 OCEAN TERMINAL. When a SHIP is at sea, the food service officer can place an order to the SPVI Operator via SALTS. The ship shall provide the FORWARDING ADDRESS/LOCATION in which the food is to be delivered to transshipping point. The SPVI Operator will coordinate via the following:

(1) When processing the order, the SPVI Operator will give the forwarding address and pertinent information to Prime Vendor concerning delivery.

Special instructions must be annotated on the freight.

j. Forklift Procedure. Forklift Service is now being provided by FISC Norfolk Subsistence Prime Vendor. The drivers will be dispatched to the area to off-load PYA/MONARCH and DSO provisions in accordance with the delivery schedule. Drivers will be dispatched to the appropriate piers to support the ships in those areas as indicated by the delivery schedule prepared by the SPVI scheduler. Additional drivers will be provided on a day to day basis as required. The forklift drivers will also support the off loading at NAVPHIBASE Little Creek.

k. Delivery Services. FISC Norfolk, Subsistence Prime Vendor has been designed to meet the changing needs of our customers, we will make every reasonable effort to accommodate delivery. It is standard policy to deliver freight to customer's location between the hours of 0500 and 1630 unless advised otherwise.

For changes in delivery times or for problems concerning deliveries, please contact the SPV Scheduler or the Logistic Specialist.

20 MAR 2000

1. Veterinary Support Service. The U.S. Army Veterinary Service at Norfolk plays a key role in the food hygiene, safety and quality assurance of subsistence procured through appropriated and non-appropriated fund activities. Our objectives are to protect the health of military personnel from food-borne illnesses; to determine contractual compliance for quality factors specified by the purchasing activity, and to assure that military subsistence stocks are suitable for issue, sale and consumption.

The U.S. Army Veterinary Service is sometimes available, on an exception basis, to assist afloat and ashore customers of FISC Norfolk, Prime Vendor as follows:

(1) Update Inspections: Onsite inspections of subsistence having reached or exceeded its inspection test date.

(2) Unit Basis Loads: Onsite inspections to ensure rations are fit for continued storage and/or issue. Provide accountable officers with inspection results.

(3) ALFOODACT Messages: Assist accountable personnel when requested to identify and supervise segregation of hazardous foods.

(4) Unsatisfactory Material Reports: Assist in preparation and evaluation of subsistence. Submit samples to the laboratory and/or food evaluation team.

(5) Hazardous Food Item Messages: If necessary, onsite inspection of subsistence, inspects stock, and provides accountable personnel with appropriate commendations.

FISC now has a Veterinarian on location to support emergency on-the-spot inspections as they develop.

m. Visiting Ships Template. This procedure has been developed to support ships that are visiting this area from another site and ships that are deploying to other regions. When visiting this area, ships may contact FISC Norfolk, Subsistence Prime Vendor by calling Monday through Friday, between the hours of 0700 and 1630.

(1) FISC Norfolk, Subsistence Prime Vendor, is responsible for the following areas/territory:

(a) Navy Ships assigned to or visiting the Hampton Roads Area.

(b) Navy ships assigned to or visiting the following area: Yorktown, VA to the North Carolina line. Navy Ships assigned to the Atlantic Fleet in the following status.

20 MAR 2000

1. All ships stationed at FISC Norfolk. All ships stationed at FISC Norfolk, Little Creek Detachment.
2. All ships stationed at FISC Norfolk, NAVSHIPYD Detachment.
3. Ships stationed at Newport News, VA.
 - a. Ships assigned to the Atlantic Fleet that are stationed at METRO MACHINES; JONATHAN CORPORATION; NEWPORT NEWS SHIPYARD; NORSHIPCO; YORKTOWN; KEFLAVIK, ICELAND and THULE, GREENLAND.
 - b. Any of the ships mentioned above when in deployment status.
 - c. Ships visiting any areas mentioned above and from other sites with appropriate accounting data.
 - d. Ships visiting this area with a different Prime Vendor contract should contact FISC Norfolk with the correct "Bill To" address and MILSTRIP profile.
 - e. Visiting ships with the same contract number should contact FISC Norfolk and to establish a temporary "Ship To" address for delivery to the deployed location during the exercise.
 - f. Food orders for visiting ships will be processed and receipted through FISC Norfolk in accordance with the Department of Defense Automated Addressal Code (DODAAC), which was added using the Customer Access Facility and the data that was entered directly into SPVI. FISC Norfolk will maintain hard copies of all orders and receipts in order to verify bills with for audit purposes.
 - g. Foreign and visiting ships not yet on a SPV contract and deploying to this area must call FISC Norfolk with the correct DODAAC and "Bill To" address. FISC Norfolk will assist in obtaining Special accounting data or special instructions.

4491.3 Ships Deploying to Other Areas

- a. FISC Norfolk is responsible for ships visiting other areas of the Northeast Region in CONUS as far north as Maine, as far south as the North Carolina border, as far east as Massachusetts and as far west as Wisconsin and Illinois. FISC Norfolk is the point of contact for "Home Port Ships" that are visiting the following areas of the Northeast Region: West Virginia, Maryland, Delaware, New Jersey, Connecticut, Rhode Island, Massachusetts, Maine, New Hampshire, Vermont, New York, Pennsylvania, Ohio, Michigan, Indiana, Illinois and Wisconsin.

20 MAR 2000

b. When deploying to other areas, the "Bill To" addresses will not change, however, the "Ship To" addresses will change after liaison with the Account Manager and the appropriate FISC Norfolk detachment office. Orders will be processed and receipted by the host SPVI operator. Hard copies of the orders and receipts must be maintained for audit trails and to process bills.

When deploying to other areas, please call FISC Norfolk for points of contact in other areas.